

U.S. Embassy, Amman  
*Jordanian Student Intern Program*  
**Vacancy Announcement**

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**ANNOUNCEMENT NUMBER: JSIP 2015-01**

**OPEN TO:** 3<sup>rd</sup> and 4<sup>th</sup> year students enrolled at accredited Jordanian universities

**POSITION:** Student Intern Volunteer – Economic Section

**OPENING DATE:** March 23, 2015

**CLOSING DATE:** April 16, 2015

**INTERNSHIP DURATION:** During university summer break for the month of July and August.

**SALARY:** None – voluntary work

The U.S. Embassy in Amman is seeking a university student for a summer intern position with the Economic Section.

**INTERNSHIP OFFICE:** Economics Section (ECON)

**INTERNSHIP DESCRIPTION:**

The Environment, Science, Technology, and Health (ESTH) “Hub” Office at the U.S. Embassy in Amman, covers 17 countries across the Middle East and North Africa (MENA). The Hub focuses on transboundary and common issues in the region, such as climate change, desertification, solid waste, and water resource management, as well as environmental health, and infectious and non-communicable disease issues. The Hub promotes science and technology innovation, Arab-Israeli scientific cooperation, and the advancement of women in scientific fields.

## **WHAT YOU WILL DO:**

- Learn U.S. government ESTH policies and priorities in the MENA region.
- Review and analyze open-source reports on regional ESTH issues to keep the Hub informed of key developments.
- Develop ESTH-related outreach materials, such as presentations and entries for the bi-monthly MENA region newsletter.
- Help organize hub event(s) to promote awareness about ESTH issues.
- Assist with arranging meetings and developing contacts among non-governmental organizations, academic institutions, and the private sector.
- Assist the Regional Hub in day-to-day activities as required.

## **WHAT WE REQUIRE:**

- Background in science, technology, economics, or political science, with a strong interest in ESTH fields.
- Strong communication skills. 4/4 Arabic and English.
- Proficient in Microsoft Office, especially PowerPoint.
- Organized, with an ability to prioritize time-sensitive assignments.
- Creative and Flexible. Self-motivated and willing to learn.
- We value all of our interns and go the extra mile to make sure you receive a learning experience that fits your career goals.

## **OTHER DETAILS:**

- The position begins **July 1st** and ends **August 31<sup>st</sup> 2015**.
- You are expected to work **8 hours** a day.
- You will be supervised by the ESTH Specialist who reports to ESTH Officer.

## **QUALIFICATIONS REQUIRED:**

1. Be a full-time student at an accredited Jordanian university;
2. Be at least 18 years old;
3. Have already completed two years of university;
4. Be a 3<sup>rd</sup>-year or 4<sup>th</sup>-year student with a bona fide intention of continuing to pursue a course of study or training immediately following the internship;
5. Have university's permission;
6. Be in good academic standing; and
7. Level 4 English. English proficiency will be tested.

**NOTE: All candidates must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.**

**TO APPLY:**

Interested students for this position should submit the following or the application will not be considered:

1. C.V. or Resume.
2. Letter of Recommendation from a professor.
3. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
4. Any other documentation (e.g., transcripts, high school diploma, etc.) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through [AmmanInternship@state.gov](mailto:AmmanInternship@state.gov).

**CLOSING DATE FOR THIS POSITION: April 16, 2015**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.